



Administration for Children and Families

Office of Planning, Research and Evaluation

Tribal Research Center on Early Childhood under the Affordable Care Act's (ACA) Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program and the Head Start Act's Head Start and Early Head Start Programs)

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Application Due Date: 08/01/2011

Tribal Research Center on Early Childhood under the Affordable Care Act's (ACA) Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program and the Head Start Act's Head Start and Early Head Start Programs)

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Executive Summary:

The Administration for Children and Families (ACF), Office of Planning, Research, and Evaluation (OPRE), in partnership with the Health Resources and Services Administration (HRSA), announces the availability of funds and requests applications for the Tribal Research Center for Early Childhood. The Center will provide leadership and support to promote excellence in community-based participatory research and evaluation of Maternal, Infant and Early Childhood Home Visiting (MIECHV), Head Start, and Early Head Start (EHS) initiatives that serve American Indian and Alaskan Native (AIAN) children and families. The Center is expected to engage in activities that support the identification and development of effective practices and systems for integrated and coordinated services for MIECHV, Head Start, and EHS in tribal communities. For the [Tribal Maternal, Infant, and Early Childhood Home Visiting Program](#) (MIECHV Tribal Home Visiting), the Center is expected to: (1) collaborate with tribal communities around research, evaluation, measurement, data systems, continuous quality improvement, and other relevant research and evaluation tasks; (2) collaborate with researchers to conduct research and evaluation in partnership with tribal communities; (3) identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of the programs (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures related to implementation in tribal contexts; measures of organizational/systems functioning), and (4) support research and evaluation related to integrating and coordinating MIECHV Tribal Home Visiting services with other services. It is expected that the Center will coordinate with any other entities receiving MIECHV funding for related research and evaluation activities with tribal communities. For the tribal Head Start and EHS programs, the Center is expected to: (1) collaborate with tribal communities around research, evaluation, measurement, data systems, continuous quality improvement, and other relevant research and evaluation tasks; (2) collaborate with researchers to conduct research and evaluation in partnership with tribal communities; (3) identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of the programs (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures related to implementation in tribal contexts; measures of organizational/systems functioning), and (4) support research and evaluation related to integrating and coordinating Head Start/EHS services with other

services. It is expected that the Center will coordinate with any other entities receiving Head Start/EHS funding for related research and evaluation activities.

This cooperative agreement is part of a larger program of MIECHV and Head Start research efforts by ACF. For more information on Head Start and EHS research, please see <http://www.acf.hhs.gov/programs/opre/index.html>.

I. Funding Opportunity Description

Statutory Authority

The legislative authorities for this program are sections 511(h)(3) and 511(j) of Title V of the Social Security Act, as added by section 2951 of the Patient Protection and Affordable Care Act (Pub.L. 111-148) (also known as the [Affordable Care Act \(ACA\)](#)). Additional legislative authorities for this program are section 648 of the [Head Start Act](#), as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. §9843 and section 649, 42 U.S.C. §9844.

Description

Purpose

The purpose of this opportunity is to fund a Tribal Research Center on Early Childhood (TRCEC) that will provide leadership and support to promote excellence in community-based research and evaluation of MIECHV, Head Start, and EHS initiatives that serve AIAN children and families. The Center is expected to engage in activities that support the identification and development of effective practices and systems for integrated services for MIECHV, Head Start, and EHS in tribal communities.

For the MIECHV Tribal Home Visiting Program, the Center is expected to: (1) collaborate with tribal communities around research, evaluation, measurement, data systems, continuous quality improvement, and other relevant research and evaluation tasks; (2) collaborate with researchers to conduct research and evaluation in partnership with tribal communities; (3) identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of the programs (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures related to implementation in tribal contexts; measures of organizational/systems functioning), and (4) support research and evaluation related to integrating and coordinating MIECHV services with other services. For a listing of current grantees, see [Tribal Home Visiting Grantees](#). It is expected that the Center will coordinate with any other entities receiving MIECHV funding for related research and evaluation activities with tribal communities.

For the tribal Head Start and EHS programs, the Center is expected to: (1) collaborate with tribal communities around research, evaluation, measurement, data systems, continuous quality improvement, and other relevant research and evaluation tasks; (2) collaborate with researchers to conduct research and evaluation in partnership with tribal communities; (3) identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of the programs (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures related to implementation in tribal contexts; measures of organizational/systems functioning), and (5) support research and evaluation related to integrating and coordinating Head Start/EHS services with other services. For a listing of current programs, see [AIAN Head Start Programs](#). It is expected that the Center will coordinate with any other entities receiving Head Start/EHS funding for related research and evaluation activities.

It is expected that the TRCEC will facilitate the development of a broad network of

research-practitioner-community partnerships whose members conduct research and evaluation of maternal, infant, and early childhood initiatives that serve AIAN children and families. This broader network of partnerships will be initiated and sustained by the TRCEC. To guide these collaborative processes, the Center will identify and consult with researchers, tribal community leaders, and Federal/national partners experienced in conducting research and evaluation on MIECHV, Head Start, and EHS in tribal communities.

Tribal Research Center on Early Childhood: A Collaboration between Home Visiting and Office of Head Start

The Administration for Children and Families (ACF), Office of Child Care (OCC), in partnership with HRSA, directs the Tribal Maternal, Infant, and Early Childhood Home Visiting (Tribal Home Visiting) Program. The goals of the Tribal Home Visiting Program include: (1) supporting healthy, happy, successful AIAN children and families through a coordinated, high-quality evidence-based home visiting strategy; and (2) expanding the evidence base around home visiting programs for AIAN populations.

The Office of Head Start (OHS) provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. In FY 1995, the EHS program was established to serve pregnant women and children from birth to three years of age in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. The programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children of low-income families. Head Start, EHS, and AIAN Head Start engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Office of Head Start is committed to ensuring the unique cultural environments and values of AIAN communities are supported in Head Start and EHS programs and integrated into program services.

The TRCEC is a collaborative effort in support of these two service programs, MIECHV Tribal Home Visiting and Head Start. Activities of the Center are expected to advance the state of research by working collaboratively with researchers and MIECHV Tribal Home Visiting and AIAN Head Start grantees to address and answer questions regarding the evidence base around MIECHV programs, Head Start, and EHS for AIAN populations.

Within its proposal, the applicant should specify the planned funds and associated activities/costs supported by Tribal Home Visiting and OHS separately. For activities that address both program priorities, the grantee should specify the proportion focused on Tribal Home Visiting and the proportion focused on OHS. The successful grantee will be required to track the funds and their associated activities/costs supported by funds from Tribal Home Visiting and OHS separately, and account on an ongoing basis for expenditures attributed to either the MIECHV Tribal Home Visiting or Head Start portions of the project. For more information, please see *Section II. Award Information*.

Background

Tribal communities must have a significant voice in how research is designed and conducted within those communities. Community participation is frequently cited as an essential lesson learned for successful research with AIAN populations. To support the development and implementation of research within and by tribal communities, in FY 2002 ACF undertook an effort to document the existing knowledge base concerning early childhood programming and assessment in tribal settings, and to collect information on the research needs and priorities of tribal Head Start Programs. Additionally, a series of visits to tribes was conducted to assess tribal views about the following questions: (1) What kind of research is needed and desired in tribal Head Start settings? (2) What outcomes are important for AIAN Head Start programs? (3) What programmatic and service delivery issues need to be studied? and (4) What are the issues in conducted research among AIAN populations? These efforts documented the scarcity of existing research that directly informs early childhood programming for AIAN children and families and led to the creation of the March

2004 report [Establishing a Research Agenda for American Indian and Alaska Native Head Start Programs](#).

At the same time, this report confirmed that there was widespread recognition within tribal communities of the need for culturally relevant research, as well as substantial support among tribal members for research that will advance the knowledge base and improve the lives of the children and families who are served by Head Start within their communities. As a follow-up to the work conducted to solicit feedback and recommendations from AIAN Head Start stakeholders, in FY 2005, funds were allocated for a cooperative agreement to establish the American Indian and Alaskan Native Head Start Research Center to pull together researchers with diverse areas of expertise to focus on early childhood research within the Head Start context, as well as in tribal communities as a whole (for more information, see [AIAN Head Start Center](#)).

Following a community engagement model for establishing and maintaining trust in research relationships (Sarche, Novins, & Belcourt-Dittloff, 2010; Spicer, 2010), the AIAN Head Start Research Center has analyzed existing administrative data on the placement of AIAN students in special education in early grades (Hibel, Faircloth, & Farkas, 2008) and on mental health abuse services to AIAN parents of children involved with child welfare (Libby, Orton, Barth, Webb, Burns, Wood, & Spicer, 2007); sponsored local research partnership projects that incorporated community participatory models to identify research needs within each partnership (Faircloth, 2008); located gaps in the available research literature; given shape to future research and training priorities; conducted research on maternal correlates of AIAN children's social-emotional development (Sarche, Croy, Big Crow, Mitchell, & Spicer, 2009); sponsored training fellowships; pilot tested measures of classroom quality, teacher effectiveness, and child outcomes within a small set of AIAN Head Start and EHS programs; and built a national network of AIAN Head Start and EHS programs and researchers.

The TRCEC will build on ACF's past efforts to facilitate an understanding of research needs and partnerships within AIAN communities and related efforts (for example, the Substance Abuse and Mental Health Administration's Native American Center for Excellence (<http://nace.samhsa.gov/>)). Additionally, the Center will build on HRSA's experience collaborating with tribal communities on Sudden Infant Death Syndrome (<http://www.sidscenter.org/>) and activities of the Native American Research Centers for Health (NARCH) grantees that address early childhood carriers, car seat safety, and alcohol-exposed pregnancy in AIAN communities (<http://www.ihs.gov/Research/index.cfm?module=narch>).

Priority Considerations to be Reflected in Center Research Goals

Community Participation in Research. Because research is not culturally neutral and Western European conceptions of knowledge and research (e.g., empiricism) are not always consistent with tribal values and worldviews, standard academic research practices often need to be expanded to address these realities.

Given that a community based research approach

(http://obssr.od.nih.gov/scientific_areas/methodology/community_based_participatory_research/index.aspx) that involves community participation in the construction, conduct, interpretation, and dissemination of research is fundamental to the success of research with AIAN communities, it is expected that the TRCEC will provide leadership and support to promote excellence in community-based research and evaluation of maternal, infant, and early childhood initiatives that serve AIAN children and families. Community-based research refers to the orientation, philosophy, and/or framework that guide the research process. Such an approach involves all partners in the research process equitably and recognizes the unique strengths that each brings. Types of community-based research can range from consultation with tribal and community leadership at specified times to formalized community-based participatory research (CBPR) processes of inquiry whereby community members, persons affected by the issue under study, or other key stakeholders in the community have the opportunity to be full participants in each phase of the research (from conception-design-conduct-analysis-interpretation-conclusions-communication of results). The terms "tribally-driven research" (<http://www.ncaiprc.org/research-support>) and "tribal participatory research" (Fisher & Ball, 2003) were specifically developed in projects where the CBPR process was clarified and refined with AIAN communities. Applicants are encouraged to seek additional guidance for CBPR from models that protect the rights of indigenous people and Tribes across the globe.

Additionally, in all types of health-related and social service fields, tensions exist between practitioners and researchers which have resulted in low levels of translation from research results to practice settings. Practice-based research networks are an example of another specification of CBPR, whereby work at the interface between research and quality improvement link discovery, application, research, and practice to reduce barriers to translation of research (Mold and Peterson, 2005). The successful applicant for the TRCEC will demonstrate the capacity to facilitate effective working relationships among researchers, communities, and practitioners in ways that facilitate research that enhances maternal, infant, and early childhood practice and addresses the concerns of individual tribal communities.

Population of Focus. This Center will support research and evaluation to address critical research needs for populations served by the MIECHV Tribal Home Visiting program and the AIAN Head Start program. The tribal communities in the U.S. face a unique set of challenges. Disparities in health care and education services and outcomes and exposure to risk factors, which have an impact on tribal communities' future prosperity, are often high, particularly for the very youngest and most vulnerable children. This funding opportunity announcement for investing in prevention and early intervention programs for populations served by the tribal MIECHV program and the AIAN Head Start program through a TRCEC addresses one of ten high level priorities identified by the National Congress of American Indians at the White House Tribal Nations Summit on December 15, 2010 (see [Key Messages for the Tribal Nations Summit 2010](#)).

Tribal Home Visiting, Head Start, and EHS Programs and Systems. HRSA and ACF believe that service strategies for mothers, infants, and young children should be embedded in an integrated, comprehensive, high-quality early childhood system that spans the prenatal to age 8 continuum and relies on the best available research evidence to inform and guide practice for promoting optimal development (for a systematic review of the current state of home visiting research in tribal settings, see <http://homvee.acf.hhs.gov/>). The life-course development and socio-ecological frameworks highlight the importance of positive interventions at sensitive developmental periods and address social and environmental determinants critical in improving outcomes and reducing disparities. Ideally, such interventions begin before birth and extend throughout the life course and across multiple generations.

There is a great need to expand and strengthen the evidence base for home visiting, Head Start, and EHS programs and systems targeted to tribal populations and communities. Over the last several years, many tribal communities and entities have demonstrated an interest in implementing evidence-based programs and practices within their systems, but were constrained by a limited evidence base and scarce resources to allow them to both develop the knowledge base and determine how evidence-based models can fit within the unique cultural characteristics and needs of their early childhood systems. For example, Head Start teachers often experience a tension between implementing evidence-based curricula and locally developed cultural-identity focused curricula. Practice-based research strategies (Mold & Peterson, 2005) could serve to assist in the blending of these curricula in ways that help Head Start achieve goals for both school readiness and child health/well-being. The TRCEC will serve to address such gaps by collaborating with tribal communities on research and evaluation of integrated and coordinated MIECHV Tribal Home Visiting, Head Start, and EHS programs and systems.

Promoting Excellence in Research and Evaluation within Tribal Communities. Tribal communities need opportunities and resources for conducting excellent research and evaluation of MIECHV, Head Start, and EHS programs. These opportunities and resources come in the form of data systems, research methods, tribal expertise in multiple ways of knowing (to include both empirical and traditional knowledge), and tribal internal review boards. Given the dearth of AIAN researchers, promoting these activities is fundamental to ensuring culturally competent research within Tribes. As this occurs, it is essential that the tension that often exists between researchers and practitioners is not recreated. This tension stymies the translation of knowledge to practice, limiting the impact that evaluation can have on both improving practice and promoting the health and well-being of children and families. Community-based participatory approaches such as tribal participatory research and practice-based research networks are among strategies that show promise for advancing research and evaluation within tribal communities. For example, when evaluation

activities contribute to improved practice and effective cultural adaptation, practitioners can more readily see the value of research and evaluation.

Promoting Excellence within Researchers for Working in Partnership with Tribal Communities.

Much has been written about the historical trauma experienced by AIAN populations when intrusive research has been conducted by outsiders. Additionally, even for those evaluators and investigators who are invited to work with Tribes, challenging processes such as negotiating tribal oversight, applying to multiple internal review boards, and managing multiple world views can become overwhelming when trying to design a rigorous evaluation study. Researchers who want to do the important research of building evidence for effective practices for maternal, infant, and early childhood programs need a developmental plan of both technical and social support in sustaining their efforts over time. Well-planned opportunities need to be provided for AIAN and non-AIAN researchers at the undergraduate, graduate, and post-graduate level to promote such excellence.

Measurement of Culturally Meaningful Proximal and Distal Outcomes of Maternal, Infant, and Early Childhood Programs. A significant barrier to furthering knowledge and learning about home visiting, Head Start, and EHS programs for AIAN children and families is a lack of valid and reliable measurement for culturally meaningful proximal and distal outcomes at the individual-level, family-level, community-level, implementation-level, and organizational/systems-level. In particular, there is a need to develop school readiness measures for parents, teachers, and children in Head Start, EHS, and home visiting programs. Preliminary work conducted by the AIAN Head Start Research Center began to explore these issues specifically within the AIAN Head Start context, but significantly more work needs to be done. To that end, it is expected that work from the TRCEC will build on the development and validation of these measures. Additional priority benchmark and participant outcomes areas for home visiting programs include maternal, newborn, and child health; child injuries, child abuse, neglect or maltreatment, and reduction of emergency department visits; parenting related to child development outcomes; crime and domestic violence; family economic self-sufficiency; and coordination and referrals for other community resources and supports.

Grant Activities

Critical activities of the TRCEC related to the MIECHV Tribal Home Visiting are:

- Identify and consult with researchers and tribal community leaders, and consult with Federal/national partners (including ACF and HRSA) who have been involved in conducting research and evaluation on home visiting in tribal communities.
- Establish a national network of partnerships that provide a peer learning environment among Tribes, researchers, and practitioners (e.g., teachers, home visiting staff) on issues related to the research and evaluation of MIECHV programs in tribal communities. This includes initiation, facilitation, and sustainment of activities that link partnerships and promote peer learning.
- Identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of MIECHV Tribal Home Visiting (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures of implementation in tribal contexts; measures of organizational/systems functioning).
- Conduct a scan of existing toolkits, resource manuals, and other products for research and evaluation of integrated and coordinated services related to home visiting in tribal communities; develop a clearinghouse to house these materials and make them available; and develop original content for research and evaluation of home visiting in tribal communities.

Critical activities of the TRCEC related to AIAN Head Start and EHS are:

- Identify and consult with researchers and tribal community leaders, and consult with Federal/national partners who have been involved in conducting research and evaluation on Head Start/EHS in tribal communities.

- Establish a national network of partnerships that provide a peer learning environment among Tribes, researchers, and practitioners (e.g., teachers, home visiting staff) on issues related to the research and evaluation of tribal Head Start/EHS. This includes initiation, facilitation, and sustainment of activities that link partnerships and promote peer learning.
- Identify, validate, and/or develop measures of culturally meaningful proximal and distal outcomes of Head Start/EHS programs (e.g., measures related to child health, maternal health, child development and school readiness, family economic self-sufficiency, positive parenting practices, reductions in child maltreatment, reductions in juvenile delinquency; measures of implementation in tribal contexts; measures of organizational/systems functioning).
- Conduct a scan of existing toolkits, resource manuals, and other products for research and evaluation of integrated and coordinated services related to Head Start/Early Head Start in tribal communities; develop a clearinghouse to house these materials and make them available; and develop original content for research and evaluation of Head Start/Early Head Start in tribal communities.

An additional critical activity of the Center will be to coordinate, facilitate, and provide logistical support for relevant forums and two national meetings over the course of the grant, on research and evaluation of integrated and coordinated MIECHV, Head Start, and EHS programs that serve AIAN children and families. For this activity, the applicant should specify the proportion of effort focused on MIECHV Tribal Home Visiting and the proportion focused on OHS programs. The successful grantee will be required to track the funds and their associated activities/costs supported by funds from MIECHV Tribal Home Visiting and OHS separately, and account on an ongoing basis for expenditures attributed to either the MIECHV Tribal Home Visiting or Head Start portions of the project.

Additional optional research activities related to MIECHV Tribal Home Visiting and/or AIAN Head Start/Early Head Start that may be undertaken as part of the Center include, but are not limited to:

- Establish peer-learning communities within the network of partnerships for tribal research on areas of interest to members (e.g., school readiness, cultural adaptation, healthy weight, socialization of coping, reflective supervision, practice improvement).
- Conduct research studies on priorities informed by the consultation with researchers, tribal leaders, federal staff, and the network of partnerships for tribal research.
- Establish an on-site program for pre-doctoral research fellows focused on infancy, maternal health, early childhood, and families in tribal settings (fellows will identify both a research and a policy mentor).
- Establish a post-baccalaureate internship program that develops interest and competencies in research focused on integrated and coordinated services across the program areas of MIECHV, Head Start, and EHS in tribal settings.
- Provide training or career development opportunities for early career scientists with interdisciplinary expertise relevant to AIAN children and families.
- Provide forums to increase cultural competence and sensitivity to tribal voices in research and evaluation.
- Generate a compendium of tribal research reports that the Federal government and non-Federal sources has funded.

As stated earlier, within its proposal, the applicant should specify the planned funds and associated activities/costs supported by Tribal Home Visiting and OHS separately. For activities that address both program priorities, the grantee should specify the proportion focused on Tribal Home Visiting and the proportion focused on OHS. The successful grantee will be required to track the funds and their associated activities/costs supported by funds from Tribal Home Visiting and OHS separately, and account on an ongoing basis for expenditures attributed to either the Tribal Home Visiting or Head Start portions of the project. For more information, please see *Section II. Award Information*.

Roles and Responsibilities for Grantee under the Cooperative Agreement:

A cooperative agreement is Federal assistance in which substantial Federal involvement in project activities is anticipated. The Office of Planning, Research and Evaluation (OPRE) expects to work closely with the organization that receives funding to ensure monies are used appropriately and in the most effective manner possible and that the activities included in the approved application address the scientific programmatic needs in an efficient, effective, and timely manner. Responsibilities of Federal staff and the successful applicant are further negotiated prior to award. The organization selected to receive the award will be responsible for implementing national leadership activities and for building a network of research-community-practice partnerships, research on culturally meaningful proximal and distal outcomes, and supplemental activities.

The Grantee will design and implement activities in support of the key goals of the Center as described in this program announcement. Expectations for the TRCEC were outlined in *Section I Funding Opportunities Description: Grant Activities*. The Grantee will coordinate the activities involving research, community, and practice partners, and subcontractors. Therefore, detail-oriented communication and management planning, as well as flexible problem-solving, will be of importance to success of the Center.

Priorities, schedule, goals and objectives may change or be refined during negotiation of the cooperative agreement between OPRE and the Grantee. In addition, as the Center receives feedback and additional information from the consultation with researchers, tribal leaders, and federal staff, ACF, HRSA, stakeholders and other expert consultants, it is expected that the proposed activities will also be clarified, changed, or further refined and negotiated within the context of the Center's scope of work, the joint objectives of the Center and OPRE, and the short- and long-term results expected. The Center may also be pursuing ongoing activities that will further inform the original proposal.

Grantees are expected to seek out and partner with other organizations and experts throughout the course of funding, given the depth of expertise in research that is required by this program announcement.

The Grantee will propose a well-coordinated set of benchmarked activities for 5 years, while indicating their understanding that this plan is subject to change and refinement. No contracts or other formal agreements should be formally established until input is received from consultation with researchers, tribal community leaders, and Federal/national partners (including OPRE) who have been involved in conducting research and evaluation on maternal, infant, and early childhood in tribal communities. The initial award will be for the first 12-month budget period, and continued funding beyond the initial 12-month budget period will be considered in subsequent years, subject to satisfactory progress of the Grantee in accomplishing planned activities and availability of funds. OPRE will participate in consultations with researchers, tribal community leaders, and federal/national partners, and will work closely with the Grantee to promote partnerships and collaborative research.

Principal Investigator. The Principal Investigator (PI) will be the primary Center personnel representing the Center across all activities; their expertise, knowledge and skills will inform each portion of the Center activities, and will contribute directly to the collaborative efforts involved. A major role for the PI will be the establishment and maintenance of the collaboration across the various participants in the Center activities. The PI will also be the one who has the primary responsibility for successful completion of high-quality activities that advance the state of research to address questions regarding the evidence base around home visiting programs, Head Start, and EHS for AIAN populations.

It will be of key importance that the PI commits appropriate time and effort to the Center, to ensure ongoing management and oversight, and high-quality results and products. The Grantee should inform the Federal Project Officer regarding any significant changes in these time demands over the course of the project period.

The PI must have a Ph.D. or equivalent for his/her field, and should be an established expert as demonstrated by a substantial body of published work, including peer reviewed articles. The PI must have experience and skills in working with AIAN communities and maternal health, infancy, and early childhood research methodology. The PI should have advanced experience and knowledge in community-based participatory

research, early childhood assessment, and/or program evaluation methodology. Additional areas of strength could include: home visiting, child care/Head Start research, cultural knowledge and sensitivity, maternal and child health. Expertise in the Child Care and Development Fund (CCDF) funding, State regulations regarding child care, and EHS/Head Start programming, would be additional areas of interest.

Project Manager. The Project Manager (PM) will be the central person managing this large scale multi-tiered project. The PM will be an experienced Ph.D. level organizer with skills and experience in maternal health, infancy, and early childhood research and community-participatory research with Tribes. The PM will administer the day-to-day activities of the project, manage the Center Research Team and serve as research coordinator.

Research Team. The Center Research Team personnel (project manager(s), coordinator(s), writers, data collectors, subcontracted academic and logistics support, academic partners, and analyses contractors are key to the success of all of the Center activities. The research team must include individuals with experience and skills for completing research in maternal, infant, and early childhood settings; AIAN staff must be hired as appropriate for all Center activities. Gaps in Co-PI or PI abilities may be addressed by identified strengths in the Research Team. The Grantee will inform the Federal Project Officer (FPO) of any changes in key personnel over the course of the Center project period.

Representatives of the Research Team (the PI (and Co-PIs, if applicable), and other selected key Center personnel) are expected to meet bi-weekly by teleconference with the FPO (from OPRE) and representatives of OPRE, OHS, OCC, ACYF, and HRSA (as available). These bi-weekly meetings will provide OPRE with the opportunity to remain informed about ongoing project activities. During these meetings, the Research Team and federal staff will: (1) provide problem-solving feedback regarding project activities, (2) review research plans, progress and products of the Center towards the Center's short- and long-term goals, (3) identify supplemental research activities to address emerging programmatic concerns, (4) identify and develop opportunities for dissemination of the Center's work, (5) identify opportunities for the Center to consult with policymakers, and (f) facilitate communication and collaboration with other OPRE-, OHS-, and HRSA-funded projects. Collaboration could include the joint development of products and the coordination of presentations or briefing events to inform research-to-practice projects. Details of the *national leadership activities, measurement development activities, and any supplemental activities* (as described in *Section IB, Purpose*) will be refined and prioritized based on consultation with researchers, tribal community leaders, and federal staff who will provide feedback on the work of the Center.

Consultation with Researchers, Tribal Community Leaders, and Federal Staff. The Center's plans and activities will be continually informed and refined with the feedback and contributions of researchers, tribal community leaders, and federal staff (including OPRE) who have been involved in conducting research and evaluation on maternal, infant, and early childhood programs in tribal communities. Consultations should reflect the perspectives of a wide range of disciplines, offering information from a broad context to address the Center's goals. These consultations will provide expertise to support all Center activities, will assist in identifying cutting-edge questions and concerns in the research field, and will ensure that the highest standards of scientific rigor are maintained in the Center's work. Federal staff (i.e., minimally representatives of OPRE, OCC, OHS, ACYF, and HRSA) will also be consulted. At a minimum, the Center will convene in-person meetings for consultation twice a year. The proposal should include a list of researchers and tribal community leaders who the applicant suggests could be consulted, including sufficient details to assess their appropriate expertise. Clear and practical plans for consultation with researchers, tribal community leaders, and federal staff to provide feedback on the work of the Center will also strengthen the application. Final decisions regarding whom to consult will be made in collaborative negotiations with OPRE. The Center will be responsible for all costs and logistics (i.e., hotel, travel, compensation) for activities related to obtaining feedback and input on the work of the Center.

Additional Consultants. The Center may require additional expertise to inform various emerging project activities (e.g., development of partnerships with tribal entities, consolidating research on a particular topic, writing or reviewing documents, contributing to the design or analysis plan for a study, or informing the

team regarding concerns of a particular population). If gaps are identified in the expertise, skills or available time of the primary Center personnel, the Grantee should pursue additional consultation with these experts.

Products. The Center is expected to be a key resource for researchers exploring maternal, infant, and early childhood issues in AIAN communities. A primary goal of the Center is to collaborate with grantees in building an evidence base of practice through a range of methods and approaches; communicating those improvements with the research community and policymakers will be an important component of the Center's work. Written products might include briefs, reports, booklets, and manuals. Other products might include working meetings, roundtables, research training institutes, webinars, or other innovative mechanisms for building consensus and disseminating information in the field. Each leadership and research project completed by the Center should be linked to dissemination products and/or outcomes. The grantee will specify plans for logistical and publishing support as appropriate for the proposed activities. For information on Intellectual Property, Copyright, and Public Disclosure, see Section II of the HHS Grants Policy Statement (available at <http://www.acf.hhs.gov/grants/notices.html#policy>).

Meetings. The Grantee will be expected to attend a minimum of seven meetings annually that will include the annual meeting that ACF/HRSA hosts for the home visiting tribal grantees in Washington, DC, the annual meeting with the Tribal Home Visiting technical assistance providers, and the two in-person meetings for consultation with researchers, tribal community leaders, and federal staff in Washington, DC, (which the Center will host) in which the work of the Center will be presented and the plan for research and leadership activities will be prioritized and refined. Additional meetings could include the biennial Head Start National Research Conference (June 2012 and 2014) held in Washington, DC, the annual meeting of the Association of Maternal and Child and Health Programs, and another national Head Start meeting related to the Center's purpose (e.g., Dual Language Learners Institute). When the Center's PI or other key personnel are in Washington, DC, for other meetings, OPRE will facilitate opportunities to present to OPRE, OCC, HRSA and OHS. Over the course of the 5 years of the cooperative agreement, OPRE will identify two other opportunities for Center personnel to meet with MIECHV and OHS stakeholders to inform the Center's activities and to ensure that the Center's findings are reaching researchers, policymakers, and practitioners. The budget should reflect travel funds for the PI and at least one key personnel to attend the required meetings and conferences, as well as sufficient travel funds for other relevant meetings and conferences.

Reporting. The grantee will submit to OPRE regular semi-annual Federal Financial and Program Progress reports (see *Section VI.3 Reporting*) that describe activities including, at a minimum: a) information about the actions taken to implement the proposed research project, b) outcomes of the proposed project, and c) issues and obstacles identified through implementation of the project. The grantee will be required to track the funds and their associated activities/costs supported by funds from Tribal Home Visiting and OHS separately. For activities that address both program priorities, the grantee should specify the proportion focused on Tribal Home Visiting and the proportion focused on OHS (for more information, please see *Section II. Award Information*).

Roles and Responsibilities for the Office of Planning Research and Evaluation under the Cooperative Agreement:

OPRE staff will collaboratively negotiate with the Grantee regarding the roles and responsibilities outlined in this announcement, prior to finalizing the Cooperative Agreement. The FPO and other ACF and HRSA staff will participate in the bi-weekly meetings with members of the Research Team to provide guidance and feedback and to remain informed about project activities and progress. OPRE staff will review and provide feedback regarding Center products. OPRE staff will act as a liaison between the Grantee and the Office of Head Start and HRSA to ensure that the research products developed are relevant and translatable to the policy and practice communities.

References

Faircloth, S. (2010). Collaborating with tribal communities and families to improve the social, emotional, and linguistic competence of young indigenous children. *Perspectives on Communication Disorders and*

Sciences in Culturally and Linguistically Diverse Populations, 15, 19-26.

Fisher, P. & Ball, T. (2003). Tribal participatory research: Mechanisms of a collaborative model. American Journal of Community Psychology, 43 (3/4), 207-216.

Hibel, J., Faircloth, S., & Farkas, G. (2008). Unpacking the placement of American Indian and Alaska Native students in special education programs and services in early grades: School readiness as a predictive variable. Harvard Educational Review, 78 (3), 498-528.

Libby, A., Orton, H., Barth, R., Webb, M., Burns, B., Wood, P., & Spicer, P. (2007). Mental health and substance abuse services to parents of children with child welfare: A study of racial and ethnic differences for American Indian parents. Administration Policy Mental Health and Mental Health Services Research, 34, 150-159.

Mold, J. & Peterson, K. (2005). Primary care practice-based research networks: Working at the interface between research and quality improvement. Annals of Family Medicine, 3 (S1), S12-S20.

Sarche, M., Croy, C., Big Crow, C., Mitchell, C., & Spicer, P. (2009). Maternal correlates of 2-year-old American Indian children's social-emotional development in a Northern Plains tribe. Infant Mental Health Journal, 30 (4), 321-340.

Sarche, M., Novins, D., & Belcourt-Dittloff, A. (2010). Engaged scholarship with tribal communities (pp. 215-228). In H. Fitzgerald, C. Burack, & S. Seifer (Eds.), Handbook of engaged scholarship: Contemporary landscapes, future directions. Volume 1: Institutional Change. East Lansing, MI: Michigan State University Press.

Spicer, P. (2010). Designing applied studies for special populations: Establishing and maintaining trust in research relationships (pp. 81-99). In V. Maholmes (Ed.), Applied research in child and adolescent development: A practical guide. New York, NY: Psychology Press

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$600,000
Expected Number of Awards:	1
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$600,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Awards made under this announcement are subject to the availability of Federal funds. We note that MIECHV is not currently funded through the full length of the identified project period.

The Federal share of project costs shall not exceed \$600,000 for any of the 12-month budget periods, inclusive of indirect costs (\$250,000 will be from the MIECHV Tribal Home Visiting Program and \$350,000 will be from Head Start research funds). Consistent with statutory authority, Home Visiting funds will be devoted to (a) activities to promote excellence in research and evaluation of MIECHV programs in tribal communities and (b) measurement development activities that will expand the evidence base around home visiting programs for AIAN populations. Consistent with the relevant statutory authority, Head Start funds will be devoted to research and evaluation activities to (a) foster continuous improvement

in the quality of the Head Start programs and in their effectiveness in enabling participating AIAN children and their families to succeed in school and otherwise, and (b) develop, test, and disseminate new ideas based on existing scientifically valid research, for addressing the needs of AIAN children and their families and communities.

The successful grantee will be required to track the funds and their associated activities/costs supported by funds from MIECHV Tribal Home Visiting and OHS separately, and account on an ongoing basis for expenditures attributed to either the MIECHV Tribal Home Visiting or Head Start portions of the project.

The project period will be up to five years. The initial award will be for the first one-year budget period. Budget requests for a second through fifth year of funding within the project period should be identified in the current application (on SF-424A), but such requests will be considered in subsequent years on a noncompetitive basis, subject to the applicant's eligibility status, the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

See *Section I. Funding Opportunity Description* for information on the roles and responsibilities of the grantee and OPRE under the cooperative agreement.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Competition is limited to the following organizations/entities:

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses

Applicants are universities, four-year colleges, and not-for-profit institutions on behalf of researchers who hold a doctorate degree or equivalent in their respective fields. The Principal Investigator who will head up the Center must conduct research as a primary professional responsibility, and have published in the major peer-reviewed research journals in the field as a first author or second author.

An important element of this announcement is the requirement that the applicant, and any proposed collaborators, demonstrate a history of partnership or partnerships with Tribal communities and with Head Start or Early Head Start programs.

The PI must have a Ph.D. or equivalent for his/her field, and should be an established expert as demonstrated by a substantial body of published work, including peer reviewed articles. The PI must have experience and skills in working with AIAN communities and maternal health, infancy, and early childhood research methodology. The PI should have advanced experience and knowledge in community-based participatory research, early childhood assessment, and/or program evaluation methodology. Additional areas of strength could include: home visiting, child care/Head Start research, cultural knowledge and sensitivity, maternal and child health. Expertise in the Child Care and Development Fund (CCDF) funding, State regulations regarding child care, and Early Head Start/Head Start programming, would be additional areas of interest.

Please see *Section V.1 Criteria* for further information on how applications will be scored based on program requirements.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the Grants.gov Forms Repository website.

Aleta Meyer

Division of Child and Family Development
Office of Planning, Research, and Evaluation
Administration for Children and Families
370 L'Enfant Plaza Promenade, SW

Washington, DC 20447

Phone: (202) 401-5262

Fax: (202) 205-3598

Email: aleta.meyer@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section

(Section IV.2.).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

Applicants must limit their application package to 100 pages. This page limit applies to the narrative text and most of the supporting materials (i.e., Table of Contents, Project Abstract, Budget), but does not include the curriculum vitae, letters of support, or Standard Forms (SF) (see list). Applicants must number the pages of their application beginning with the Table of Contents.

Applicants must include all required forms and materials, organize according to the order presented below (the order of submission applies only to hard copy applicants):

1. Required Standard Federal Forms and Certifications

2. Table of Contents

3. Project Summary/Abstract (one page maximum) (See additional requirements under this item in the Project Description later in this section)

4. Project Description. The project description should be carefully developed in accordance with the TRCEC research and technical assistance goals as described in the Background and Purpose sections of *Section I* of this announcement, and the structural requirements listed in *Section V. Applicants are strongly encouraged to use the detailed Section V.1. Review to organize the project summary/abstract and full project description.*

5. Budget and Budget Justification. Include a budget and budget justification in the application reflecting the entire project period. Distinguish activities and funds allocated for Home Visiting and for Head Start. This budget should match the appropriate budget categories reflected in 424-A, Section B. The budget must include funds for the Principal Investigator and one other key staff to attend at least seven meetings each year (as described in *Section I*), most likely to occur in Washington, DC.

6. Third Party Agreements (if necessary)

7. Appendix, including:

- Curriculum Vitae;
- Letters of Support (if applicable);
- Proof of Non-Profit Status (if applicable).

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs	Submission required for all applicants when applying for a non-construction	Required for all applications when applying for a non-construction project .
SF-424R - Assurances -		

Non-Construction Programs	project by the application due date.	
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Certification of Filing and Payment of Federal Taxes, if applicable	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect: Sec. 523. None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added] Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.

Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also

applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

For additional information on the Drug-Free Workplace Act, see http://www.acf.hhs.gov/grants/grants_resources.html.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and

- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates.

Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Send letter of intent to:

Aleta Lynn Meyer, Ph.D.

Senior Social Science Research Analyst

Division of Child and Family Development

Office of Planning, Research, and Evaluation

Administration for Children and Families

370 L'Enfant Plaza Promenade, SW

Washington, DC 20447

aleta.meyer@acf.hhs.gov

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

The expected outcomes for the TRCEC are described as critical activities under the description of sub-section of Grant Activities in *Section I. Project Description*.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on

the project, along with a short description of the nature of their effort or contribution.

The successful proposal for the TRCEC will include (1) comprehensive and detailed plans for national leadership activities for building a network of research-community-practice partnerships focused on effective practices and systems for home visiting, Head Start, and EHS in Tribal communities; (2) a focused program of measurement development for culturally meaningful proximal and distal outcomes of maternal, infant, and early childhood programs that serve AIAN children and families; and (3) acknowledgement and details regarding ideas and resources for supplemental activities that could arise over the course of the project period. The activities proposed will represent a well-coordinated plan, involving cutting-edge questions and concerns regarding the identification and development of effective practices and systems for maternal, infant and early childhood programs in Tribal communities. It is expected that the national leadership activities for a network of research-community-practice partnerships will comprise approximately one third of the TRCEC's cost and effort (per year of the project), that the collaboration activities for promoting research and evaluation with tribal communities will comprise approximately one third of the Center's cost and effort, and the research of culturally meaningful proximal and distal outcomes and the supplemental activities should comprise the final approximate third of the Center's cost and effort. For each of the activities proposed, the applicant will need to include information regarding which activities will be funded by either Tribal Home Visiting or OHS. For activities that address both, the applicant should specify the proportion focused on Tribal Home Visiting and the proportion focused on OHS. For more information, please see *Section II. Award Information*.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Organizational Capacity

- Organizational charts
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget must include funds for the Principal Investigator and one other key staff to attend at least seven meetings each year (as described in *Section I* under Meetings), most likely to occur in Washington, DC.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **07/05/2011**

Due Date for Applications: **08/01/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant

may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Aleta Meyer

Division of Child and Family Development
Office of Planning, Research, and Evaluation
Administration for Children and Families
370 L'Enfant Plaza Promenade, SW

Washington, DC 20447

Hand Delivery

Aleta Meyer

Division of Child and Family Development
Office of Planning, Research, and Evaluation
Administration for Children and Families
901 D. St SW
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Approach

Maximum Points: 35

- The extent to which the applicant uses applicable methods and proposed activities that are well-conceived, reasonable, and linked to the results and benefits expected.
- The extent to which proposed activities will achieve specified goals in the logic model.
- The extent to which the applicant demonstrates a clear and feasible strategy for:
 - Building a network of research-community-practice partnerships;
 - Collaborating to build research and evaluation with tribal communities; and
 - Measurement development of culturally meaningful proximal and distal outcomes of MIECHV, Head Start, and EHS programs that serve AIAN children and families.
- The extent to which the applicant can provide a detailed plan on how it will advance the practice-based scholarship of MIECHV Tribal Home Visiting, Head Start, and EHS research by promoting professional opportunities and leadership for undergraduates, pre-doctoral and post-doctoral trainees, and senior scholars who are interested in AIAN research, with particular emphasis in recruiting AIAN candidates.
- The extent to which the proposal demonstrates critical self-analysis and acknowledges the need to be flexible and to incorporate feedback from federal staff and others, such as researchers, tribal community leaders, and federal staff, to improve, change, and refine their initial proposal.
- The extent to which the applicant clearly lays out the planning, implementation, and coordination process it will follow for collaborating with tribal grantees and network members.

Significance and Innovation**Maximum Points: 20**

- The extent to which evaluation, research, and practice for home visiting, Head Start, and EHS in AIAN communities will be improved if the objectives of the project are achieved.
- The extent to which a new, innovative network of research-practice-community partnerships whose members conduct research on integrated and coordinated services across the program areas of home visiting, Head Start, and EHS will be established if the objectives of the project are achieved.
- The extent to which successful completion of the objectives will advance the concepts, methods, and services of MIECHV, Head Start, and EHS programs and research in AIAN communities.
- The extent to which the literature review is current and comprehensive, establishes the knowledge and expertise of the applicant, identifies gaps in research in the field, and justifies any activities and research that would occur.
- The extent to which the application will advance the field by utilizing, improving, or refining novel theoretical concepts, approaches, methodologies, and instrumentation of MIECHV, Head Start, and EHS programming and research in AIAN communities.

Staff and Organizational Capacity**Maximum Points: 35**

- The extent to which the PI and other key Center staff and collaborators possess both: (1) the multidisciplinary and community-based participatory research expertise to home visiting, Head Start, and EHS research in partnership with tribal communities and practitioners; and (2) the management experience necessary to create and operate the Center.
- The extent to which the PI, PM, co-investigators, collaborators, and other researchers are well suited to the project and have demonstrated an ongoing record of accomplishments that have advanced their field(s).
- The extent to which the applicant demonstrates that the PI has a Ph.D. or equivalent for his/her field and will have a demonstrated record of maternal, infant, and/or child development research in AIAN communities.
- The extent to which the applicant demonstrates that the PM will be doctoral level or equivalent and have demonstrated experience and expertise managing multi-activity/multi-staff research projects.
- The extent to which the applicant includes a list of key positions required to carry out the project, the individuals proposed to fill the positions, and a detailed description of the kind of work they will perform.
- The extent to which the proposed staff reflect an understanding and sensitivity to the issues of working in a tribal setting and in partnership with staff, community members, and tribal leaders.
- The extent to which the PI and key Center staff have experience with and/or the willingness to participate in a cooperative agreement with substantial Federal involvement.
- The extent to which the applicant demonstrates the capacity to establish working relationships with academic institutions, community organizations, and researchers outside the applicant's own institution, particularly in areas where these relationships would fill gaps in primary TRCEC staff.
- The extent to which there is enough time devoted to this project by the PI, Project Manager, and other key staff in order to ensure a high level of professional input and attention.
- The extent to which the research plan offers opportunities for AIAN personnel to be engaged or employed in research activities.
- The extent to which the PI and other key Center staff and collaborators have expertise in maternal, infant, and early childhood programming (e.g., home visiting, Head Start, EHS).

- The extent to which institutional support, equipment and other physical resources are available and adequate for the networking and research activities proposed.
- The extent to which the applicant demonstrates a history of partnership(s) with tribal communities, home visiting, Head Start, and EHS.
- The extent to which the project will benefit from unique features of research and practice environment.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of

its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may

be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:

January 01 through March 31
April 01 through June 30
July 01 through September 30
October 01 through December 31

The FFR (SF-425) is due to ACF on:

April 30
July 30
October 30
January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Aleta Meyer
Division of Child and Family Development
Office of Planning, Research, and Evaluation
Administration for Children and Families
Aerospace
370 L'Enfant Promenade, SW
WASHINGTON, DC 20447
Phone: (202) 401-5262
Fax: (202) 205-3958
Email: Aleta.Meyer@ACF.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Grants Management
Aerospace Center - 370 L'Enfant Promenade, SW
6th Floor- East
Washington, DC 20447
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys/>.

United States Code (U.S.C) <http://www.gpo.gov/fdsys/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.

Letter of Intent	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a</p>	If applicable, submission is due prior to award.

	Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html .	Submission is due prior to award.

Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification of Filing and Payment of Federal Taxes, if applicable	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the time of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission is voluntary. Submission may be made with the application or prior to award.

Appendices